

**BENCO  
Personnel Manual**

**CNA LICENSE**

**Direct Support Professionals (DSP), Assistant Program Coordinators, and Program Coordinator's will follow this guide for determining starting wage.**

All percentage increases for a CNA license are based on the position's starting wage.

Upon hire if the employee has a CNA I license or a CNA II license the employee will qualify for a one-time three percent wage increase for a CNA I license or a one-time six percent wage increase for a CNA II license. The employee must provide Benco with a copy of their CNA I or CNA II license at time of hire.

If an employee does not have a CNA license when they are first hired with Benco and the employee obtains a CNA I license while employed the employee will qualify for a one-time three percent wage increase. If an employee already has a CNA I license when hired and they obtain a CNA II license while they are employed the employee will receive a one-time three percent wage increase to total an overall increase of six percent. The one-time increase cannot cause the employees wage to go over the cap for the position that the employee is currently in.

The employee must maintain a current CNA I or CNA II license to continue to receive the increase in their wage. If the employee does not maintain a current CNA I or CNA II license Benco will decrease the employees wage by the same amount that it was originally increased effective the date of expiration.

It is the employee's responsibility to maintain their CNA I or CNA II license and give Benco a copy.

Benco will give retro pay for the wage increase to the date the CNA licence was awarded or three months prior to the date Benco received a copy of the CNA license, whichever is most recent

Approved By:   
Julie Hansen, Benco Board President

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